

**PHOENIX PUBLIC LIBRARY DISTRICT  
MINUTES  
DECEMBER 11, 2025 – 6:00 P.M.**

The meeting was called to order by President, Martina Mahaffey at 6:13pm

**MEMBERS PRESENT: M. MAHAFFEY, LOGGINS, PROCTOR-HARRIS, WELLS, DUDLEY**

**ABSENT: HARPER and D. MAHAFFEY**

Prayer –Proctor-Harris

**Agenda** – A motion was made by L. Wells and seconded by E. Proctor-Harris to revise the agenda to remove item XI under New Business 2025-2026 Levy Ordinance. (Vote: 5-0-0 (Ayes: Mahaffey; Loggins; Proctor-Harris; Wells and Dudley /Absent: Harper and D. Mahaffey)

Public Comment- None

**MINUTES:** A motion was made by Proctor-Harris and seconded by E. Loggins to approve November 11, 2025, minutes with the necessary changes (Vote: 5-0-0 (Ayes: Mahaffey; Loggins; Proctor-Harris; Wells and Dudley /Absent: Harper and D. Mahaffey)

**CORRESPONDENCE** – An email was received from the Attorney regarding the tax levy/ordinance, which was received late.

**LIBRARY DIRECTOR REPORT –**

- Chionte Bateman resigned on 11/20/2025. The library needs to hire another clerk.
- The Per Capita Grant is due Jan 30, 2026
- Door Counter – 58
- Computer Usage – 30
- New Patrons for the month – 0 / Total Patrons for the month – 40
- Fax Service-\$24.00 / Copy Service - \$25.95 = \*\$49.95
  - **Board comments and directions to the Library Director:**
    - Fax Service funds will be used for petty cash.
    - Copy funds are to be used to purchase copier paper.
    - Have the Library Director create a month-month calendar.

**FRIENDS OF THE LIBRARY REPORT- G. Dudley, FOTL Liaison**

- The Friends of the Library sent out 13 Thank you Cards to those who were Sponsors of the Sneaker Ball Gala.
- A plague for School District 151 needs to be purchased.
- Appreciation plague for Rep Will Davis

*Approved Jan 8, 2026*

## FINANCE REPORT

- **Library Account:**

- Beginning Balance - \$15,547.44 (including funds from technology grant-\$5,458.76-  
\*\$715.71=\$4,743.05)
- - **Bills paid totaling: \$7,206.16 (Library Acct)**
  - **\*Total Bills paid through Technology Grant - \$714.71**
    - *\*Tech Grant monies need to be used by July 2026*
  - **Petty Cash on-hand: \$49.95 (collected from fax service \$24 and copies \$25.95)**

*A motion was made by Proctor-Harris and seconded by Wells to approve the finance report and pay bills totaling \$7,206.16. The vote passed 5-0-0 (Ayes: M. Mahaffey, Proctor-Harris, Loggins, Dudley and Wells / Harper and D. Mahaffey Absent).*

## OLD BUSINESS

- **Family Reading Night Update-** The event was successful. E. Proctor-Harris suggested the 2025 Horror Stories be put in book, given to the students, and let them fix the stories. The Library Director will contact the students.
- **Winter Activity**
  - **Donuts with Santa** – December 13<sup>th</sup>.
- **Book Club** – December 18<sup>th</sup> – First 300 page are to be read. The library director will set up a zoom link.
- **Black History Program – February 21, 2026:** E. Loggins and M. Mahaffey will pull a program together. It was suggested that we ask David Mason to speak.
  - Mr. Mason knows someone who can speak at our Juneteenth event: Henry Allen from Georgia, who has been awarded the “Who’s Who Award.”

## NEW BUSINESS:

- **Activities for Seniors and Adults:**
  - **Play- “For Color Girls”** – We discussed purchasing tickets to the play that will be held on February 22, 2026
  - **Sip and Paint for Seniors (55 & older)** – This activity will be held at the Multi-Purpose Center. The library will purchase canvasses that already traced – January 29<sup>th</sup> 1-3pm. Advance registration will be required in advance. **(Pending the building is available)**
- **Youth Activity:**
  - **Imagine Theater** – M. Mahaffey suggested that we rent out the theater for the kids to see a movie.

The Board discussed having a special meeting on December 18<sup>th</sup> at 6pm to approve the 2025-2026 Levy Ordinance. A motion was made by L. Wells and second by M. Mahaffey to hold a special meeting on December 18<sup>th</sup> at 6pm. *The vote passed 5-0-0 (Ayes: M. Mahaffey, Proctor-Harris, Loggins, Dudley and Wells / Harper and D. Mahaffey Absent).*

Meeting Adjourned at 7:07pm

Special Board Meeting is scheduled for December 18, 2025

*Approved Jan 8, 2026*